



RESIDENTIAL COMMON AREA VALUATION CHECKLIST

Organization Name: _____

Mailing Address: _____

City _____ Zip Code _____ Telephone () _____ - _____

Contact Person: _____ Title: _____

I certify that the property submitted meets all of the following requirements to be considered a common area per ARS 42-13402 through ARS 42-13404 and all other applicable statutes:

- ☐ The property is owned by and deeded to the non-profit homeowners' association, community association or corporation.

RECORDING DOCUMENT NUMBER: _____ - _____

- ☐ The applicant organization is currently active and listed with the Arizona Corporation Commission, and **is listed as a non-profit organization.**

Name (as listed with AZ Corporation Commission) _____ **File Number** _____

- ☐ **Per ARS 42-13404 a deed restriction designating the parcels in this application as common area has been filed with the county recorder and a copy of the restriction filed with the county assessor that restricts this property use as common area.**

- ☐ **Covenants, Conditions and Restrictions (CCR's) Recording Number** _____
(Most current recording)

- ☐ **A completed copy of The Request to Combine Common Area Parcel Numbers (form DOR 82354) must accompany this form. This form must accompany all requests.**

- ☐ **A copy of the Articles of Incorporation for the applicant organization must also be provided.**

Parcels approved for common area designation will be assigned a valuation of \$500.00 per parcel by the county assessor unless otherwise notified. For details regarding your tax bill you must contact the county treasurer at (602) 506-8511.

Authorized Representative _____
(Print full Name)

Signature _____ **Date** _____

Mail or deliver this application and the supporting documentation to:

Maricopa County Assessor
Organizational Exemptions
301 West Jefferson
Phoenix, Arizona 85003

Please call (602) 372-0717 or (602) 506-3406 for additional assistance.

Make a copy of this form and retain for your records